IITA, Arusha

19 April 2016

Colleagues

**Re: Invitation to the ESA Phase I Legacy Review Meeting**

**30 June- 02 July, 2016, Dar es Salaam**

This mail serves to invite you to participate in the ESA Project end-of-Phase I Legacy Writeshop, to be held at White Sands Hotel, Dar es Salaam, Tanzania. Please pass on your confirmation to myself and Ms Devotha Mawole during this week.

As I have communicated to some of you before, the objective is to document our project outputs in form of scientific publications and technology protocols. These are the most appropriate “custom” indicators of a research project.

In my previous message, I have indicated that you submit the abstract to myself by 15 May 2016. I think most of our research papers can be published in the journal of Agriculture, Ecosystems and Environment, and I therefore refer you to its website for guidelines on how to prepare the abstracts and manuscripts: <https://www.elsevier.com/journals/agriculture-ecosystems-and-environment/0167-8809?generatepdf=true>

According to this site, a concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone.

I will use this definition to screen the abstracts; those which will not meet the standards will be dropped, as well as participation of its authors (unless they have other concise and factual abstracts!) I will also limit participation to three co-authors per paper. There will be no need to sponsor a team of more than three people on one manuscript if that is the only manuscript that the team will be presenting. e-communication will suffice with the other members.

Provision of the abstracts will lead to (i) compilation of a book of abstracts, (ii) drawing a presentation program, and (iii) allocating peer internal reviewers of the manuscript in advance. For the last bullet to be effective, I request that draft manuscripts should be submitted to me on 24th June at the latest. I will pass on these to the reviewers in advance of the meeting so that comments may be ready for the authors by the writeshop dates.

I believe these guidelines will result in a successful writeshop output.

For those participants whose air travel we shall sponsor, you will receive a proposed travel itinerary from Devotha for you to confirm. Those participating in the AR-NAFAKA Report and Planning Meeting will be requested to stay on for the said meeting; your invitation will be following shortly.

With regards

Mateete Bekunda

Chief Scientist.